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In Reply Refer To:
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October 15, 2003

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Instruction Memorandum No. BC-2004-001
Expires: 09/30/2005

To: All Washington Office and Field Officials
Attn: Procurement Personnel and Assistance Officers

From: Director, National Business Center

Subject: Changes to the Automated Standard Application for Payments (ASAP) System

Program Area: Assistance Agreements (Cooperative Agreements or Grants)

Purpose: This Instruction Memorandum (IM) provides instructions on the transition from the ASAP legacy system to ASAP.gov.

Policy/Action: As of September 30, 2003, the Department of the Treasury no longer allowed new assistance agreement recipients to enroll in the ASAP Legacy System. Treasury is replacing the ASAP Legacy System with a new internet-based application, ASAP.gov, which is expected to be available to the Bureau of Land Management (BLM) in February 2004. To prepare for this transition, contracting officers and assistance officers should follow the instructions below:

- Please do not offer the current ASAP Legacy System to new recipients unless they are already using ASAP by virtue of enrollment by another Federal agency. You must, however, offer the recipient the option of conversion to ASAP.gov once Treasury implements the new system. The BLM National Business Center (NBC) will issue a revised Form 1511-2 to contracting officers and assistance officers in the near future. This revised form will still include the ASAP Participation Request so that new recipients can sign up for ASAP.gov.
- When ASAP.gov becomes available, and recipients sign up for it, contracting officers/assistance officers must modify assistance agreements awarded after September 30, 2003.
- Current ASAP Legacy System payees will continue using the ASAP Legacy System until they are converted to ASAP.gov. Contracting officers/assistance officers do not have to

modify the assistance agreements to reflect this conversion. The NBC will issue ASAP.gov instructions to contracting officers/assistance officers before the system is available for use, and Treasury will provide ASAP.gov information and instructions to assistance agreement recipients.

- Payees who use the Telephone Voice Response system will not be affected by the conversion to ASAP.gov.

Timeframe: This IM is effective immediately.

Budget Impact: None.

Background: Public Law (P.L.) 106-107, the Federal Financial Assistance Management Improvement Act of 1999, was enacted November 20, 1999. In this Act, Congress found some Federal administrative requirements to be duplicative, burdensome, or conflicting, which impeded the cost-effective delivery of services to the public. As a result, the Chief Financial Officer Council (which led to the implementation of P.L. 106-107) determined that each agency must select an approved electronic grant payment system to implement. The BLM chose ASAP as its payment system and issued WO IM 2002-197 to disseminate ASAP policy and procedures to BLM assistance officers and procurement personnel. In April 2003, Treasury announced the development of an Internet application to replace the ASAP Legacy System. The new application, ASAP.gov, requires no special software and offers many new features not available in the ASAP legacy application. The BLM NBC has participated in testing ASAP.gov and has found it to be much more user friendly than the current ASAP system.

Manual/Handbooks Affected: BLM Manual Section 1511, Assistance Agreements, and BLM Handbook 1511-1 Assistance Agreements, will be updated when the Manual Section and Handbook are revised.

Coordination: This IM has been coordinated with the BLM NBC Business Information Systems Division (BC-640), the NBC Accounting Operations Division (BC-620), and the Washington Office Property, Acquisition, and Headquarters Services Group, WO-850.

Contact: If you have any assistance agreement questions, please contact Kathy Craig, WO-850, at 202-452-7711. For finance questions, contact Brenda Vincent, NBC, at 303-236-3527, or Diana Medina, NBC, at 303-236-3332.

Signed by:
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